

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

GRANT PROJECT COORDINATOR: STATEWIDE TRANSFER COUNSELOR WEBSITE

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, has primary responsibility for the coordination of the statewide Transfer Counselor Website (TCW) grant, in addition to assisting with and maintaining ongoing district-wide Educational Services initiatives and activities; assumes responsibility for TCW project coordination, implementation, evaluation, and reporting; represents the District to internal and external stakeholders; works collaboratively to achieve program results while providing support to TCW Advisors as needed and to the Area Director; and participate in special projects as assigned.

This is a statewide grant awarded to CLPCCD to strengthen the TCW through a technical and collaborative framework responsive to the needs of California Community College Counselors guiding students on transfer goals, and continuously augment and lead future developments as colleges and systems address inequities in transfer.

Continuation of this position is contingent upon fulfillment of grant objectives and available funding.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plan and coordinate the grant-funded programs, including the development and implementation of processes and procedures that integrate Transfer Equity practitioners, intersegmental Higher Education representative input, collaborative decision-making on maintaining and innovating website content, and reporting requirements.
2. Establish and/or maintain cooperative relationships with community colleges, individual stakeholders, the California Community Colleges Chancellor's Office, resource and grant partners.
3. Support the maintenance and evolution of an accurate website and meet state and local regulations and compliance.
4. Collaborate with the appropriate college and partner agencies to coordinate and implement grant activities as outlined in grant agreements to include responsive service to statewide users, outreach and orienting user stakeholders.
5. Deliver presentations and/or recorded webinars to college counselors and other interested stakeholders across Higher Education to promote the TCW features, effective usage, web content updates, and respond professionally to feedback and requests.
6. Identify higher education and community resources to support the TCW program, monitor and ensure a live site is accessible and uninterrupted, addressing issues arising throughout the project.
7. Serve as customer support to TCW users, ensure links are live, respond to requests for assistance in a timely fashion, follow-up with client feedback and review of overall service delivery to ensure overall program quality and bring new and existing users to the website.

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8. Work closely with District staff in support of marketing and contractual activities such as research, website analytics, preparation of collateral and marketing materials.
9. Participate in the development of, implement, coordinate, and evaluate the TCW program. Measure success through documentation and reporting on all grant-related activities, and measurable outcomes to address reporting requirements. Pro-actively track progress and address areas to meet standards of grant deliverables prior to reporting.
10. Assist with the coordination of the TCW Steering Committee meetings, agendas, note-taking, and follow-up action items.
11. Schedule meetings, travel, and coordinated efforts to ensure promotion and broad awareness of TCW.
12. Organize, plan, and facilitate TCW in-person and virtual training workshops and videos.
13. Participate in resource development efforts related to department activities and college programs, as assigned.
14. Monitor day-to-day activities to ensure that program objectives are met.
15. Assist with and district-wide Educational Services initiatives and activities.
16. Participate in relevant professional development activities.
17. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Methods and techniques of effective grant coordination, program evaluation, financial recordkeeping, report preparation, and presentation.
2. California higher education systems and California Community College transfer requirements.
3. Community College Counseling student-facing resources regarding transfer advisement.
4. Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students as well as potential students across the state.
5. Fundamentals of web content management tools used to design and maintain webpages such as Omni.
6. Techniques of troubleshooting website issues.
7. Principles and practices of project planning, evaluation, and implementation.
8. Principles and practices for customer service-oriented environment.
9. Principles and procedures of record keeping, files, and information retrieval systems.
10. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
11. Interpersonal skills using tact, patience, and courtesy.
12. English usage, spelling, grammar, and punctuation.

Ability to:

1. Establish collaborative relationships with college and community personnel, agency representatives, grant and special funding providers, program faculty and staff.
2. Exercise tact, discretion and diplomacy when working with stakeholders and external partners.

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3. Demonstrate working knowledge of current and emerging web technology, initiative to learn new technologies to fulfill responsibilities, including Google Analytics.
4. Take initiative and follow-up on projects.
5. Organize information and data, prepare reports using computer software and applications.
6. Understand, interpret and apply administrative and office policies and procedures as well as pertinent laws, regulations and ordinances.
7. Make oral presentations to a wide variety of audiences.
8. Use correct English usage, grammar, spelling, punctuation and vocabulary.
9. Communicate clearly and concisely, both orally and in writing.
10. Independently compose and prepare correspondence and memoranda.
11. Work independently and effectively in the absence of supervision.
12. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Minimum Education & Experience - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

Education/Training: Equivalent to the completion of a Bachelor's degree.

Experience: Three years successful experience developing and operating programs in a complex system of collaboration with multiple agencies and partner organizations and programs. Desirable experience includes working in a community college transfer-oriented organization or partnering with an educational institution, preferably an institution of higher education.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in a standard office setting and at various locations that requires travel from site to site.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting and outside environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Adopted by Board of Trustees on June 20, 2023
Effective: June 21, 2023
Job Family: Technical - Paraprofessional